Chapter 1 - General Information

How to Get Help

First:

Determine which area you are having problems with. Refer to the section of the manual that relates to the function you were performing.

Second:

Email the Probate/Juvenile Help Desk if your problem does not require an immediate response. The email address is as follows:

PCSHELPDESK@COURTS.MICHIGAN.GOV

Third:

Call the Probate/Juvenile Help Desk. The court rep's are available to assist you with your problems and concerns.

1-888-339-1547

In addition, the user always has access to the following management personnel:

Mr. Marcus F. Dobek
Director
Judicial Information Systems
925 W. Ottawa
Lansing, MI 48909
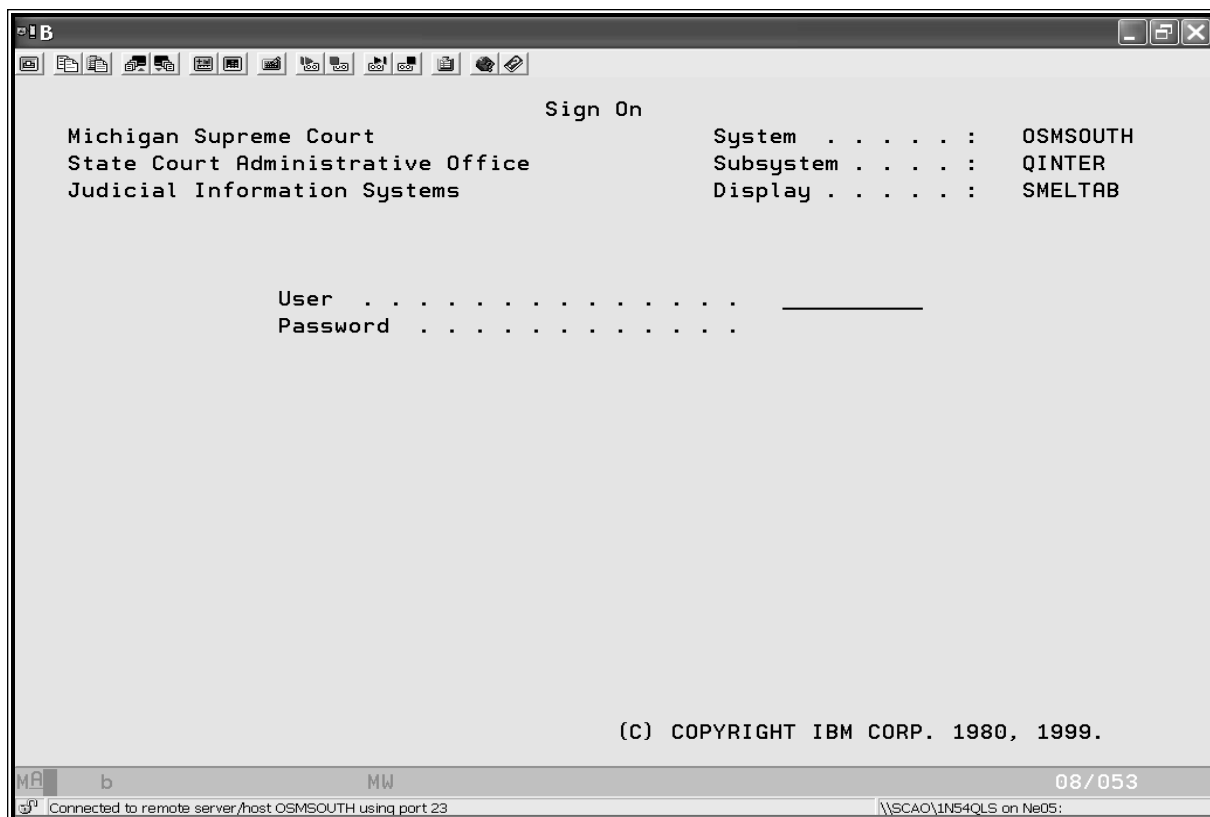(888) 339-1547 or (800) 572-1116

Please Note: If you are having a windows problem or are unable to get connected to the AS400 from your PC, you need to contact your Data Processing/Information Systems personnel.

Accessing the Financial System

Sign on Procedure:

Before you can access the Financial system you will need to be assigned a user ID. Your user ID identifies you to the computer as an authorized user of the financial system. You will also need a password which protects your user ID from unauthorized use. You will be able to select your own password, choose something that will be easy for you to remember but that others won't be able to guess. Both the user ID and password are required for a successful sign on.

If you are not already signed on, your workstation will display the screen below. Enter your user ID in the **USER** field, it will be displayed as you type. Enter your password in the **PASSWORD** FIELD. For security reasons, this field will not display what you type. The remaining fields are left blank.

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 B                                                                    _ ⊡ X

                                   Sign On
    Michigan Supreme Court                    System  . . . . . :   OSMSOUTH
    State Court Administrative Office         Subsystem . . . . :   QINTER
    Judicial Information Systems              Display . . . . . :   SMELTAB



                 User  . . . . . . . . . . . . . .   _____
                 Password  . . . . . . . . . . . .













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 MA     b                    MW                                       08/053
 ⌐ Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne05:
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Standard Function Keys:

<F1>   This key is used to get help on the area that your cursor is placed. By pressing <F1>, a window will display on your screen giving you help for the area you are in.

<F2>   This key is used to position your cursor on the next transaction line.

<F3>   This key is used to cancel any entry that you have made on a screen before you have pressed the <Enter> key or to exit from any screen.

<F4>   This key is used to prompt on a field for a list of all valid entries for that field.

<F6>   This key takes you to the "Command Selection Menu" to deal with printer issues and security.

<F8>   This key is the switch that takes you between Probate and Juvenile processing.

<F9>   This key is used to look up names in the system.

<F10>   This key is used to process information in the financial system.

NOTE: This is not a complete list of the function keys, each section that has special processing for certain function keys will be explained in that section. This is a list of standard function keys.